



Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the PDSD Advisory Committee and to the general public that the PDSD Advisory Committee will hold the following meeting which will be open to the public:

PLANNING AND DEVELOPMENT SERVICES DEPARTMENT (PDSD) ADVISORY COMMITTEE

February 16, 2016

LEGAL ACTION REPORT

The **PLANNING AND DEVELOPMENT SERVICES DEPARTMENT ADVISORY COMMITTEE** held a meeting on Tuesday, February 16, 2016, 1:00 PM, in the City Manager's First Floor Conference room of City Hall located at 255 West Alameda, Tucson, Arizona 85701.

1. Call to Order/ Roll call

Quorum was achieved and the meeting was called to order at 1:00 PM

2. Introductions

Committee members and City staff introduced themselves to one another. No action taken.

3. Presentation by City Manager: Purpose and Scope of the Committee

City Manager Michael Ortega addressed the committee members and audience as to the purpose and scope of the committee. No action taken.

4. Staff Presentation: Overview of PDSD/Current Areas of Focus

PDSD staff Nicole Ewing Gavin, PDSD Interim Director, talked to the committee about the departmental reorganization that is underway to address changes in staff and initial efforts to improve customer service. No action taken.

5. Roundtable Discussion: Identification of Issues and Priorities

Each PDSD Advisory Committee member was given 3 index cards and asked to write one idea on each card regarding something that should be considered for the improvement of PDSD. A member then shared an idea, and other members were asked if they had written a similar idea and were given an opportunity to provide further explanation about the idea. This process proceeded until all cards were shared. The written ideas were transcribed, as were flipchart notes taken by staff during the discussion. No action taken.

6. Call to the Audience

No speakers presented themselves. No action taken

7. Future Meeting Schedule and Topics

The committee discussed the need for additional meetings to explore further the topics identified during the Roundtable Discussion (Item #5) with the goal of further improving PDSD services. PDSD staff will send the committee a Doodle Poll to determine a good date for the next PDSD Advisory Meeting.

8. Adjournment

The meeting adjourned at 3:00 PM